

PROJECT MANAGER II

GENERAL RESPONSIBILITIES

Provides professional project management for large, complex community investment project(s) to ensure project objectives are accomplished within schedule, funding and contractual parameters. Administers design and construction of new building and renovation projects under the County's Capital Improvement Program (CIP).

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Manage the planning, design and construction of multiple large-scale, complex capital projects to ensure project goals are accomplished
2. Administer construction contracts including evaluating work orders, monthly payments, contract compliance, and solving construction problems
3. Manage project budget, schedule, and procurement of design and construction services for assigned projects
4. Administer design contracts directing architects on design needs/changes and scheduling design milestones
5. Review and submit for approval: design/construction contracts; change orders; technical service contracts; bid documents; requests for payment/draw on contract work, and; Guaranteed Maximum Price (GMP) submittals
6. Prepare percentage completion and other reports on assigned projects to ensure that objectives are accomplished within time, funding and contractual limitations
7. Act as liaison for government agencies, facility user groups, operations, administration, and other customer agencies in pre-project planning, including Community Investment Plan project preparation, budget submittal and approval processes
8. Provide support to other project managers, inspectors and customer agency staff during project processes
9. Perform quality control and assurance inspections as necessary during construction phase of assigned projects
10. Address errors and complaints
11. Perform related duties as to specific assignments
12. Any employee may be identified as Essential Personnel during emergency situations
13. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
14. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Architecture, Engineering, or Construction Management
2. Five years experience managing large scale, complex capital construction projects

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Proficient knowledge of mechanical, electrical, plumbing and other systems and components of multi-discipline construction projects
2. Read, analyze, and interpret public works information and manuals, policies, and legal documents
3. Read and interpret blueprints/drawings, specifications and building codes
4. Respond to inquiries or complaints from employees, citizens, members of the business community, or regulatory agencies
5. Write reports, correspondence, procedures and other required documentation
6. Define problems, collect data, establish facts and draw valid conclusions
7. Manage conflict and handle negotiations
8. Apply mathematical concepts such as geometry, algebra, and trigonometry
9. Use computer software programs and/or other applications
10. Ability to climb ladders to observe and inspect construction details

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license